



U.S. Department of Agriculture  
Natural Resources Conservation Service

# **Massachusetts/Rhode Island Civil Rights Committee**

## **BUSINESS PLAN**

*FY 2008 — 2009*

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## **Goal 1**

### **Enhance Knowledge of Civil Rights Committee Members on Civil Rights Policies and Laws.**

<b>Action</b>	<b>Person Responsible</b>	<b>Due Date</b>	<b>Date Completed</b>
1. Develop and implement a Civil Rights Training Plan for the Civil Rights Committee Members.	AO, STCs	May Annually	

## **Goal 2**

### **Provide Information to Enhance the Knowledge of the Employees in Massachusetts and Rhode Island of Civil Rights Laws and Policy.**

<b>Action</b>	<b>Person Responsible</b>	<b>Due Date</b>	<b>Date Completed</b>
1. Identify employee training needs and develop a training plan accordingly.	State Training Officers, STCs, AO	May Annually	
2. Update Civil Rights webpage.	Michelle Moore	At least every six months.	
3. SEPMs will attend at least one National Professional Meeting every three years	SEPMs	At least one every 3 years	
4. Emphasize NEDS, AgLearn, and USDA Graduate School as sources of Civil Rights training.	AO and HR	On Going	

## **Goal 3**

### **Increase Participation for Targeted Groups in NRCS Procurements.**

<b>Action</b>	<b>Person Responsible</b>	<b>Due Date</b>	<b>Date Completed</b>
1. Outreach to minority business groups to give them information on the <a href="http://www.fedbizopps.gov">www.fedbizopps.gov</a> site listing business opportunities with the federal government.	SEPMs	As opportunities arise	
2. Continue to work with 8A companies when possible.	Contracting Officers	As opportunities arise	
3. Monitor profiles of contracted businesses.	Contracting Officers	Annually	

## **Goal 4**

### **Special Emphasis Programs - Promote and Identify the Special Interests of Protected Groups or Individuals.**

<b>Action</b>	<b>Person Responsible</b>	<b>Due Date</b>	<b>Date Completed</b>
1. Develop and distribute emails to all employees on special emphasis events.	SEPMs	Monthly, as appropriate	On going
2. Identify publications needed for different languages.	SEPMs	On going	
3. Document outreach efforts.	STC's	Annually	
4. Monitor parity.	STCs	Annually	
5. Work with the District Conservationists on processes used to outreach to under served communities	ASC for Operations, SEPMs	As opportunities arise	
6. Participate in conferences with under served communities	SEPMs		

## **Goal 5**

### **Recruitment – Maintain Ongoing Recruitment and Retainment Efforts to Meet Diversity Goals.**

<b>Action</b>	<b>Person Responsible</b>	<b>Due Date</b>	<b>Date Completed</b>
1. Implement the current recruitment plan and insure the plan addresses the needs of both states.	STCs, HR Staff, AO	On going	
2. Train hiring managers on hiring flexibilities.	HR	On going	
3. Retain NRCS employees, make NRCS the employer of choice. Utilize exit interviews determine why employees leave NRCS	HR		

## Civil Rights Committee Members

**Christine Clarke** (STC – MA)  
Deputy Equal Opportunity Officer  
451 West Street  
Amherst, MA 01002  
(413) 253-4350  
9047-4352 (voicecom)  
[christine.clarke@ma.usda.gov](mailto:christine.clarke@ma.usda.gov)

**Roylene Rides-at-the-Door** (STC- RI)  
Deputy Equal Opportunity Officer  
60 Quaker Lane, Suite 46  
Warwick, RI 02886  
(401) 828-1300  
9023-115 (voicecom)  
[Roylene.rides-at-the-door@ri.usda.gov](mailto:Roylene.rides-at-the-door@ri.usda.gov)

**Louise LeGouis**  
Chair person  
Medical Arts Center Bldg.,  
52 Boyden Road  
Holden, MA 01520  
(508) 829-4477, Ext. 114  
[louise.legouis@ma.usda.gov](mailto:louise.legouis@ma.usda.gov)

**Donald Liptack**  
American Indian/Native American  
Program Manager  
P.O. Box 709  
Barnstable, MA 02630  
(508) 771-6476  
[donald.liptack@ma.usda.gov](mailto:donald.liptack@ma.usda.gov)

**Jeanne Comerford**  
Asian American/Pacific Islander  
Emphasis Program Manager  
60 Quaker Lane, Suite 46  
Warwick, RI 02886  
(401) 822-8816  
9023-116 (voicecom)  
[Jeanne.comerford@ri.usda.ma](mailto:Jeanne.comerford@ri.usda.ma)

**William Taylor**  
Black Emphasis Program  
Manager  
Medical Arts Center Bldg., Room  
100  
52 Boyden Road  
Holden, MA 01520  
(508) 829-4477, Ext. 111  
[william.taylor@ma.usda.gov](mailto:william.taylor@ma.usda.gov)

**Michelle Moore**  
Disability Program Manager  
60 Quaker Lane, Suite 46  
Warwick, RI 02886  
(401) 822-8844  
9023-144 (voicecom)  
[michelle.moore@ri.usda.gov](mailto:michelle.moore@ri.usda.gov)

**Karen Regish**  
Federal Women's Program Manager  
451 West Street  
Amherst, MA 01002  
(413) 253-4350  
9047-4350 (voicecom)  
[karen.regish@ma.usda.gov](mailto:karen.regish@ma.usda.gov)

**Peter Bonome**  
Hispanic Emphasis Program  
Manager  
60 Quaker Lane, Suite 46  
Warwick, RI 02886  
(401) 822-8824  
9023-124 (voicecom)  
[peter.bonome@ri.usda.gov](mailto:peter.bonome@ri.usda.gov)

**Mark Zinan**  
Administrative Officer  
451 West Street  
Amherst, MA 01002  
(413) 253-4564  
9047-4564 (voicecom)  
[mark.zinan@ma.usda.gov](mailto:mark.zinan@ma.usda.gov)

**Melissa Boak**  
Human Resource Specialist  
451 West Street  
Amherst, MA 01002  
(413) 253-4392  
9047-4392 (voicecom)  
[Melissa.boak@ma.usda.gov](mailto:Melissa.boak@ma.usda.gov)

**Reena Shaw**  
60 Quaker Lane, Suite 46  
Warwick, RI 02886  
(401) 822-8840  
9023-140 (voicecom)  
[Reena.shaw@ri.usda.ma](mailto:Reena.shaw@ri.usda.ma)